

SECRETARY TO COUNTY ATTORNEY

Salary: \$45,000

Full-time with Benefits

The Secretary to the County Attorney provides executive legal secretarial and administrative support to the Warren County Attorney. The incumbent performs confidential and complex legal secretarial tasks in all areas of law handled by the County Attorney. Duties may also include oversight of office administrative matters and operations.

The successful candidate must possess excellent legal secretarial skills and substantial litigation support experience. Additionally, thorough knowledge of modern office terminology, technology and word processing functions are required.

The incumbent is appointed by the County Attorney and serves at the discretion of the County Attorney. The Secretary to the County Attorney is in the Exempt class under Warren County Civil Service Rules.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and two (2) years of experience working as a legal secretary which experience shall have included working on litigation matters.

CANDIDATES SHOULD SEND COMPLETED WARREN COUNTY APPLICATION, RESUME AND LETTER OF INTENT TO:

Brian Reichenbach
County Attorney
Warren County Attorney's Office
1340 State Route 9
Lake George, New York 12845

Warren County is an EOE/AA employer
Applications are being accepted until March 11, 2016
Applications may be obtained at: www.warrencountyny.gov/civilservice